



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 06/08/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: STORE WORKER			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The position of store manager consists of keeping the store clean and orderly condition and perform cleaning duties, such as cleaning floors, washing clothes, organizing clothes and maintaining an updated inventory log. It also consists of cleaning and organizing the rip house located just west of our office. Performing routine maintenance at both places and reporting any problems to direct supervisor
Principal Duties and Responsibilities:	<ul style="list-style-type: none">• Accept and log in all donated items from the public.• Organize donated items and clothing by labeling them.• Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances use to ensure that hazards are not created.• Notify supervisor concerning the need for repairs to store or house.• Requisition of supplies and equipment needed for cleaning and maintenance duties.• Service, clean, and supply restrooms.• Clean floors by sweeping, mopping or vacuuming them
Minimum Requirements:	<ul style="list-style-type: none">• High school diploma or equivalent• Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions .• Must have reliable transportation to and from work.
Preferred Requirements:	combination of experience and education working in store management and organization
Valid Oklahoma Driver's License required?	No
Please list any additional licenses required:	none

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.



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- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☒ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.